OFFICE OF TECHNOLOGY SOLUTIONS
Illinois State University

How to Enter the Incident Details Report and Injury Details Report

Application:
iPeople

Audience:
Supervisors

Objective:
Learn how to **submit an incident details report and injury details report** in cases of workplace injury or accidents in iPeople.

Before You Begin:
To sign in to iPeople, go to hcm.illinoisstate.edu. Once there, click the **Log into iPeople** button. Then, log in using your email address and password.

Once you log in, the options on your screen will depend on your security access.

Contact:
If you are unable to log in, contact the **Technology Support Center** (TSC):
Phone: (309) 438-HELP (4357)
Website: Help.IllinoisState.edu/Get-IT-Help

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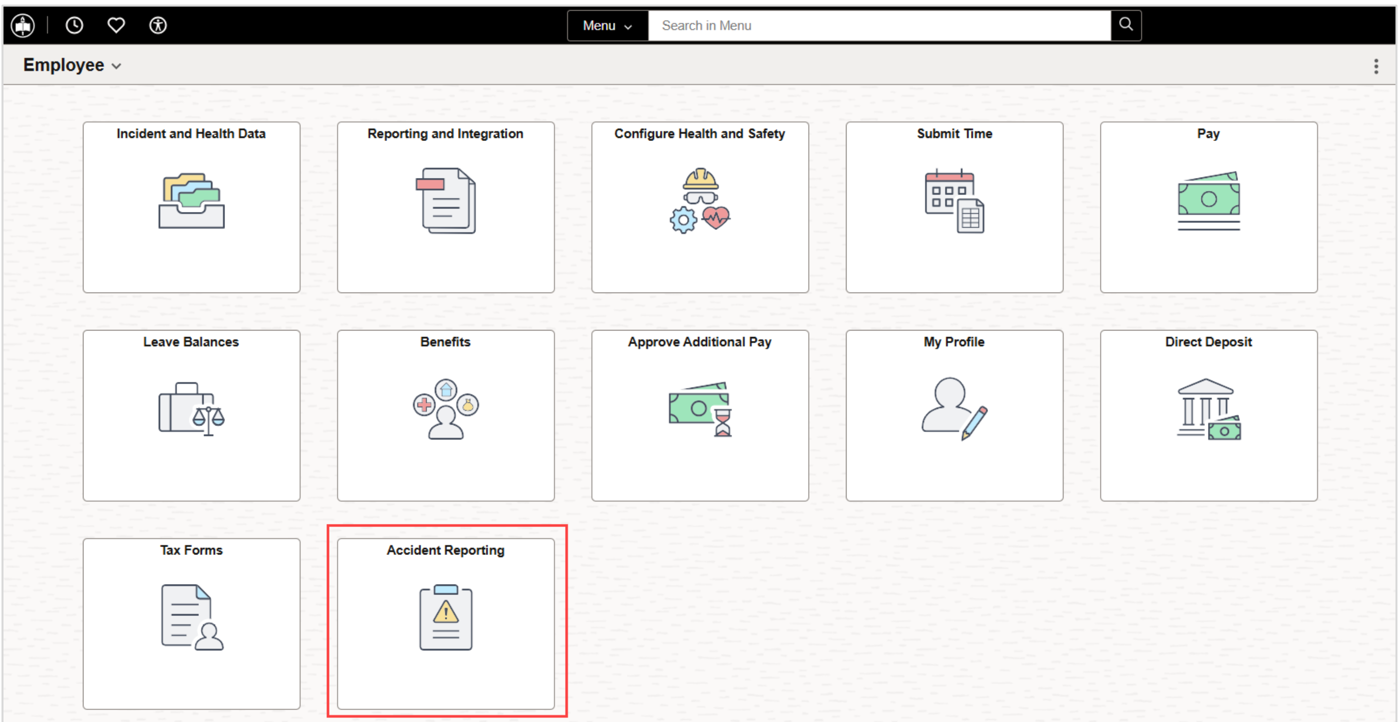
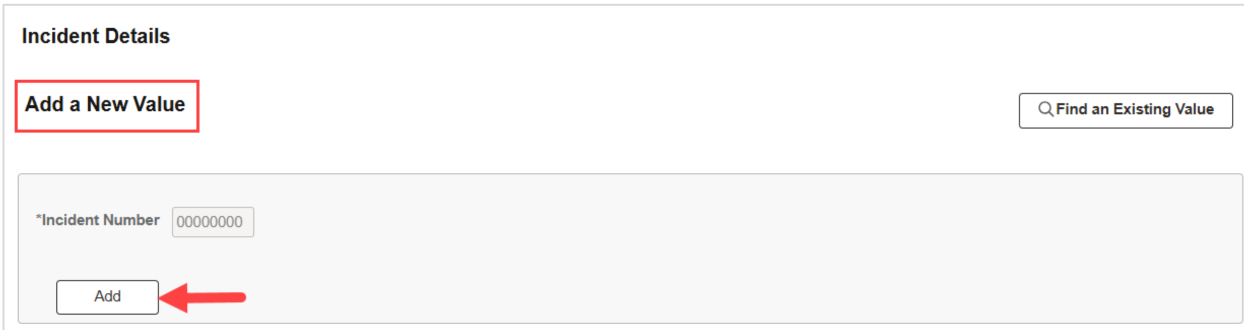
Incident Details Report

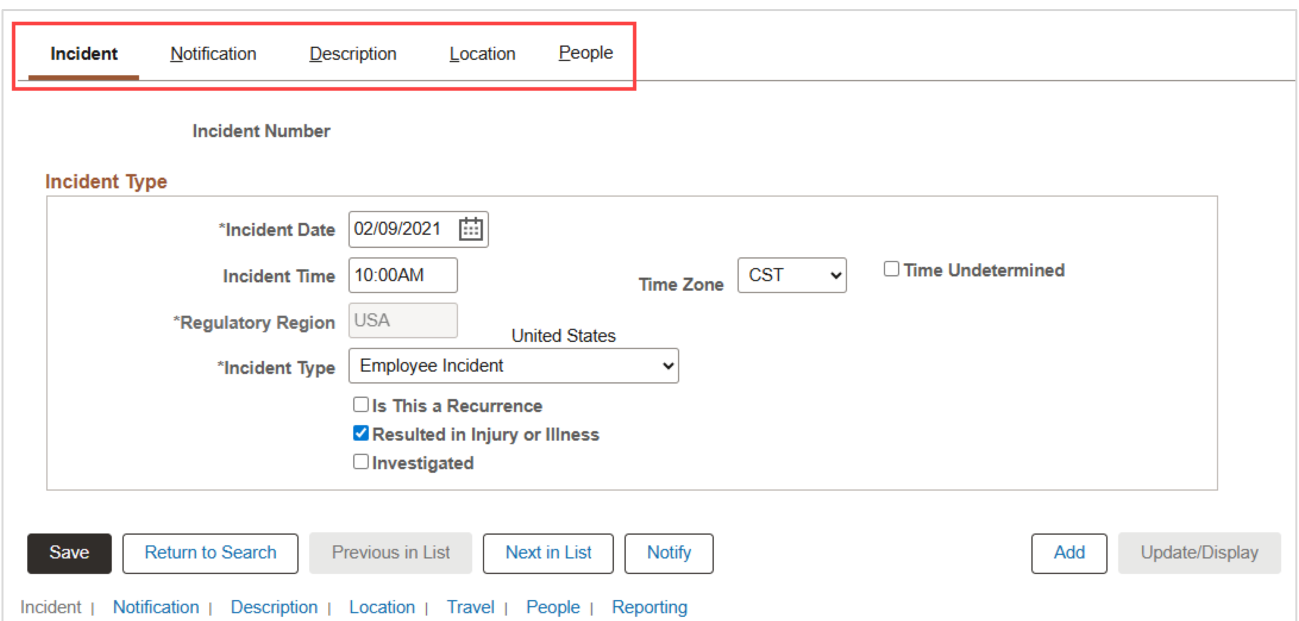
1. After logging in, your homepage will open. Click the **Accident Reporting** tile.



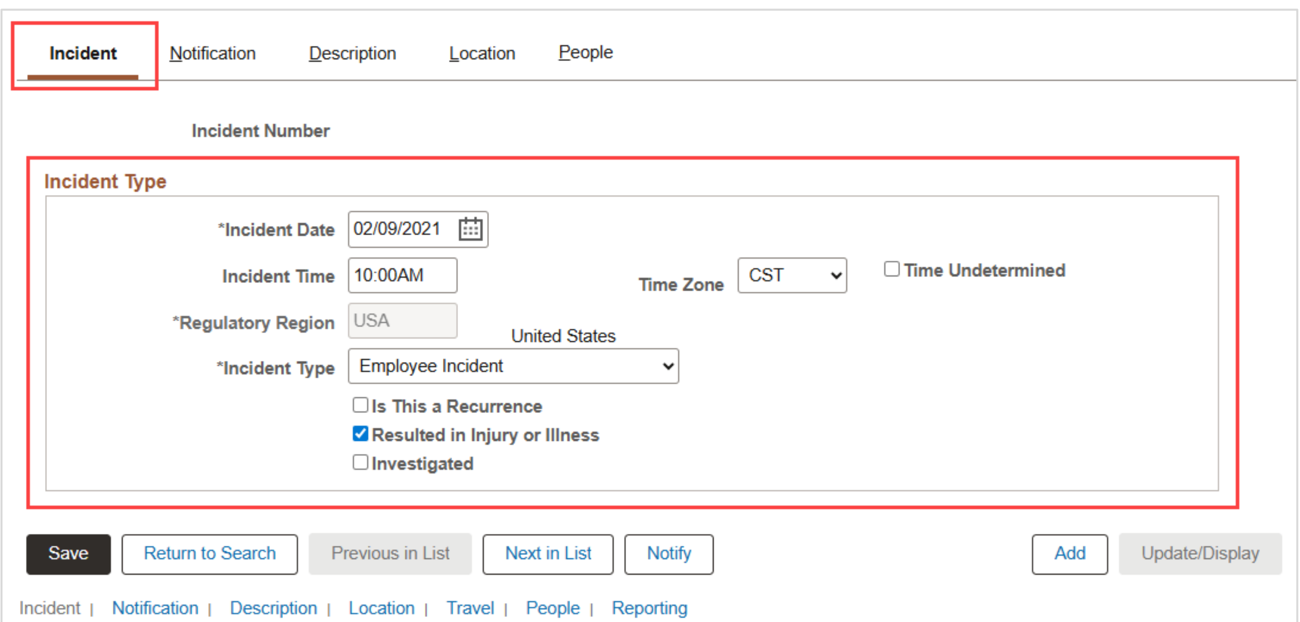
2. If a new report is being created for the first time, click the **Add a New Value** button. An incident number field is first assigned with "0" in the **Incident Number** field. Once the incident details report has been completed, an incident number will be assigned. Click the **Add** button.



3. There are five tabs at the top of the screen: **Incident**, **Notification**, **Description**, **Location,** and **People**.



4. The first tab is the **Incident** tab. Enter the preliminary information regarding the incident. The fields that require information are marked with an asterisk:
    - **Incident Date** – Enter the date the incident occurred using the mm/dd/yyyy format. Alternatively, click on the **calendar icon** located to the right of the date field and select the date using the calendar.
    - **Incident Time** – Enter the time that the incident occurred using the "HH:MM AM/PM" format.
    - **Time Zone** – Select the time zone of the location where the incident took place using the dropdown menu.
    - **Time Undetermined** – If the time is unknown, select the checkbox next to the Time Undetermined field.
    - **Regulatory Region** – This field indicates the country in which the incident occurred. This field is auto-filled with USA.
    - **Incident Type** – Using the dropdown menu in the Incident Type field, select the type of incident that is being reported. The choices are: **Employee Incident, Employee Off-Duty Incident, Non-Employee Incident, Student Incident,** and **Vehicle/Equipment Incident**.
    - **Is This a Recurrence**: Select this checkbox if this incident is a recurring injury.
    - **Resulted in Injury or Illness:** Select this checkbox if this incident resulted in injury or illness.
    - **Investigated:** Select this checkbox if the incident has been investigated.



5. The second tab is the **Notification** tab. Reporting information regarding the incident is entered in this tab. There are two sections in this tab – **Incident Notification** and **Incident Tracking**:

Incident Notification

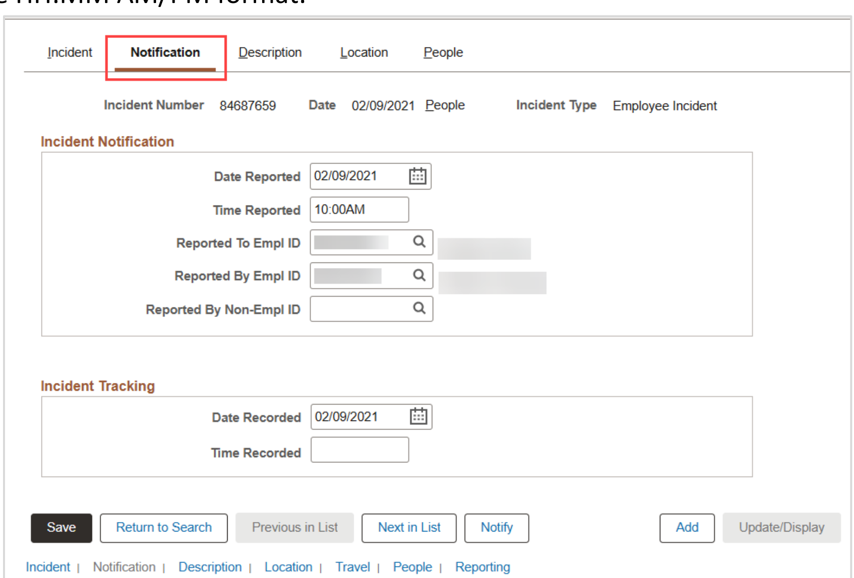
- **Date Reported** – In the Date Reported field, the date the incident was reported is autofilled. If different, edit the date using the mm/dd/yyyy format or click on the calendar icon located to the right of the date field and select the date using the calendar.
- **Time Reported** – In the Time Reported field, enter the time that the incident was reported in this field using the "HH:MM AM/PM" format.
- **Reported To Empl ID** – In the **Reported To Empl ID** field, enter the Empl ID of the supervisor. To enter the Empl ID in this field, click the **lookup** button located to the right of the field.

  In the pop-up window that appears, enter identifying information of the person's Empl ID you would like to enter. In the **Search Results** field, click on the person's name. This will close the window.
- **Reported by Empl ID** – In the **Reported By Empl ID** field, enter the Empl ID of the person who reported the incident (the injured employee).

  To enter the Empl ID in this field, click the **lookup** button located to the right of the field. In the pop-up window that appears, enter identifying information of the person's Empl ID you would like to enter. In the **Search Results** field, click on the person's name. This will close the window.
- **Reported By Non-Empl ID** – If the incident was reported by a non-employee, enter the non-employee ID in this field.

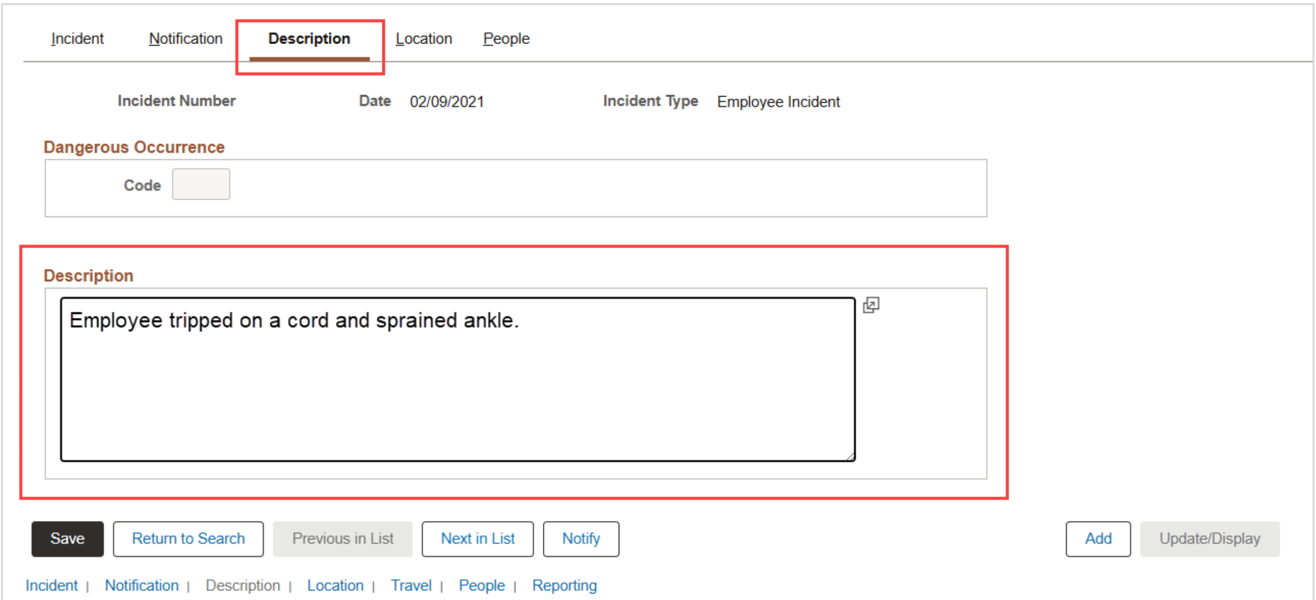
Incident Tracking

- **Date Recorded** – In the Date Recorded field, enter the date that the incident was reported.
- **Time Recorded** – In the Time Recorded field, enter the time that the incident was recorded using the HH:MM AM/PM format.



6. The third tab is the **Description** tab. Enter a description of the incident in this tab.

   In the **Description** field, enter a description of the incident. This is a freeform field.



7. The fourth tab is the **Location** tab. This tab is used to enter information regarding where the incident took place.

   - **Location Set ID** – The **Location Set ID** will have the default of "ILSTU." If blank, enter **ILSTU**.

   - **Location** – The **Location** will have the default of "ISU." If blank, enter **ISU**.

     ***NOTE:** There are multiple options, but **MAIN** (Main Campus) will most likely be used.

   - **Establishment ID** – The **Establishment ID** will have the default of "ILSTU." If blank, enter **ILSTU**.

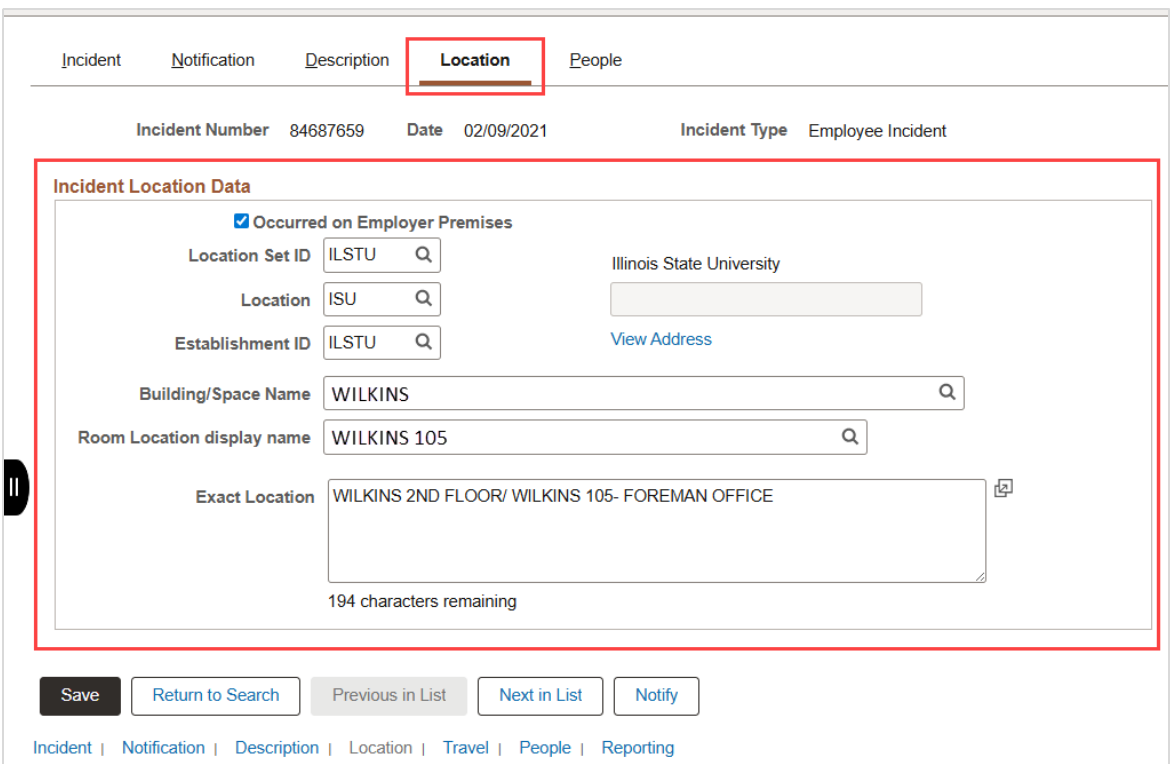
   - **Building/Space Name -** Click the **lookup button.** The Look Up Building/Space Name window will appear. Choose the **Building/Space Name**.
     - Note that only the first 100 results will be displayed. Scrolling down, you can see that the last building is *F43W West of Student Accounts*.
     - Type the name of the building or space in the Building/Space Name field to locate a building or space not listed in this list of search results.
     - For example, type **Watterson** to display the spaces in Watterson.
     - Then, select the name of the space.
     - This will close the window, and the building/space name will appear in the "Building/Space Name" field.

   - **Room Location display name** - Click the **lookup button**. The "Look Up Room Location" display

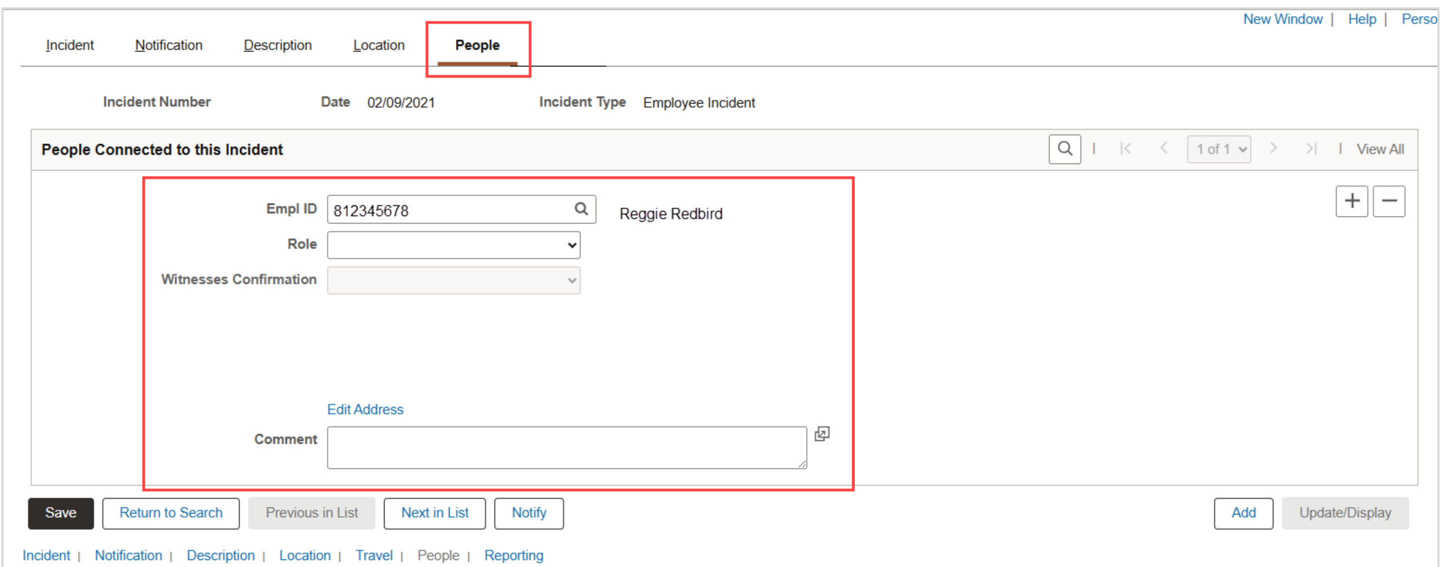
name window will appear.
  - Like the Building/Space Name search results, only the first 100 results are displayed.
  - If the *Room Location display name* you are looking for is not displayed, type the first few characters or the entire name of the *Room Location display name*.
  - For example, if the last Room Location display name in the search results starts with the numbers, "01", type 02 to display the first 100 results that start with "02".
  - Choose the Room Location display name.
  - This will close this window, and the room location display name will appear in the Room Location display name field.

- **Exact Location** – Enter the exact location of incident in this field. Information such as building and room number can be entered here.

  Once you click off of this field (or click the **Save** button), the text you wrote describing the exact location may be auto changed to something that is scripted in Campus Solutions.



8. The fifth tab is the **People** tab. The information in this tab defaults to the injured employee. However, this tab can be used if there are witnesses or other people involved.
    - **Empl ID**: Enter the **Empl ID** of the witness/other person in this field. Use the **lookup** button if the Empl ID is unknown.
    - **Role**: The **Role** of the witness/other person will be automatically generated based on his/her role in iPeople. Use the dropdown menu to select a different role.
      Witness Confirmation: If the chosen Role is "Witness," the **Witness Confirmation** dropdown menu will become available to be used. Choose from the following options:
        - Confirms statements
        - Does not confirm statement
        - Unknown confirmation
    - **Comment**: Add any additional comments to this field.



9. After completing all the necessary fields in this tab, click the **Save** button to save your changes.

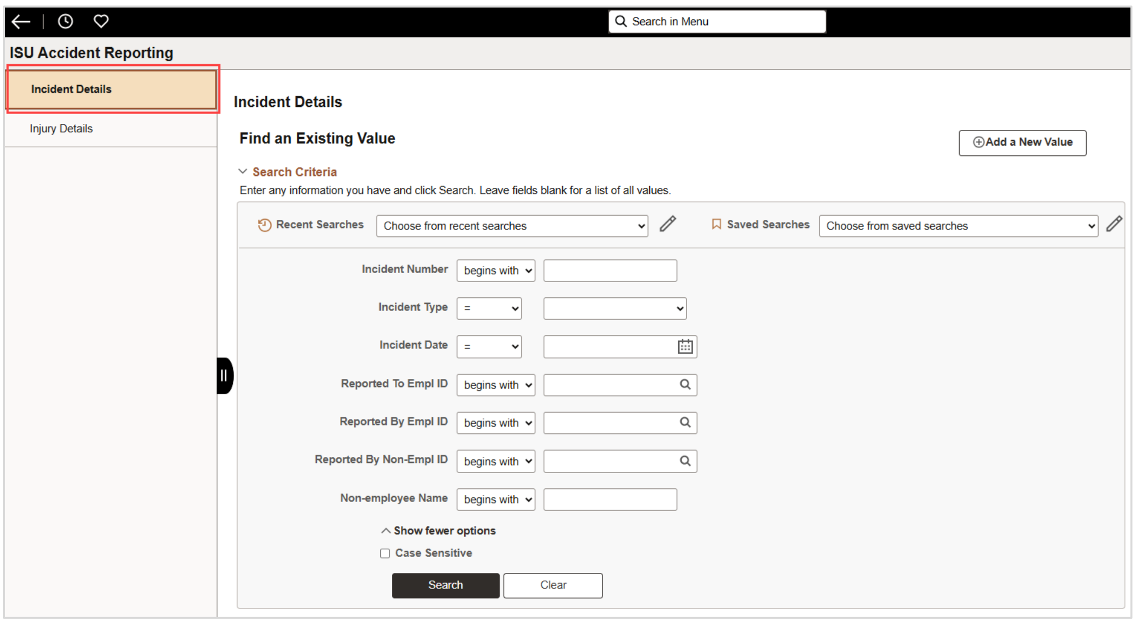
   After entering information into the incident details report, navigate to the **Injury Details** report page to fill out the report and link it to the incident details report that was just completed.

   To learn how to enter information into the injury details report, scroll down to the "Injury Details Report" section.

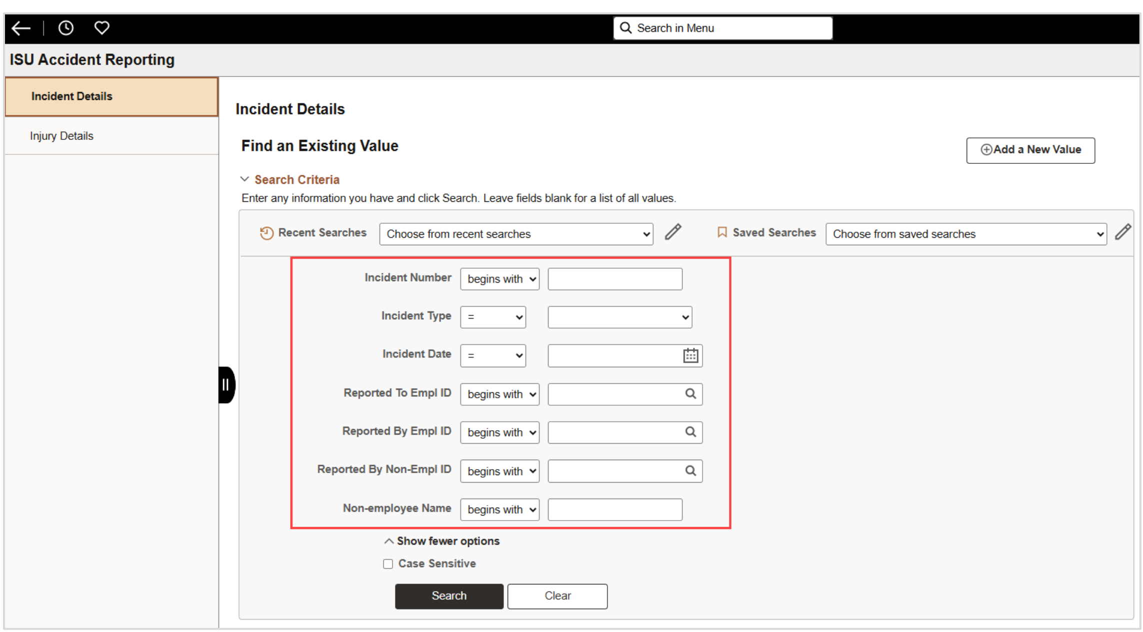
Editing the Incident Details Report

If an Incident Details report needs to be edited or updated after being saved, follow these next steps.

1. On the upper left side of the screen, click the **Incident Details** link. This will open the **Incident Details** page.

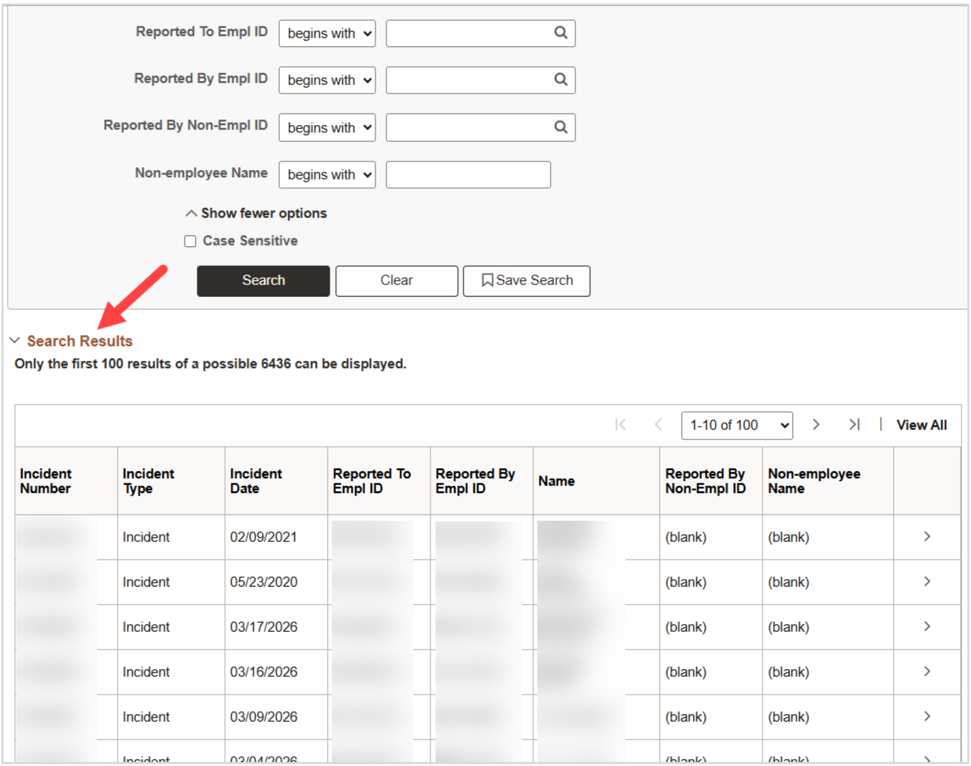


2. Search for the incident to update using the search fields in the **Find an Existing Value** tab. Click the **Search** button.



3. For this example, the **Empl ID** of the employee who is reporting the incident is entered in the **Reported By Empl ID** field.

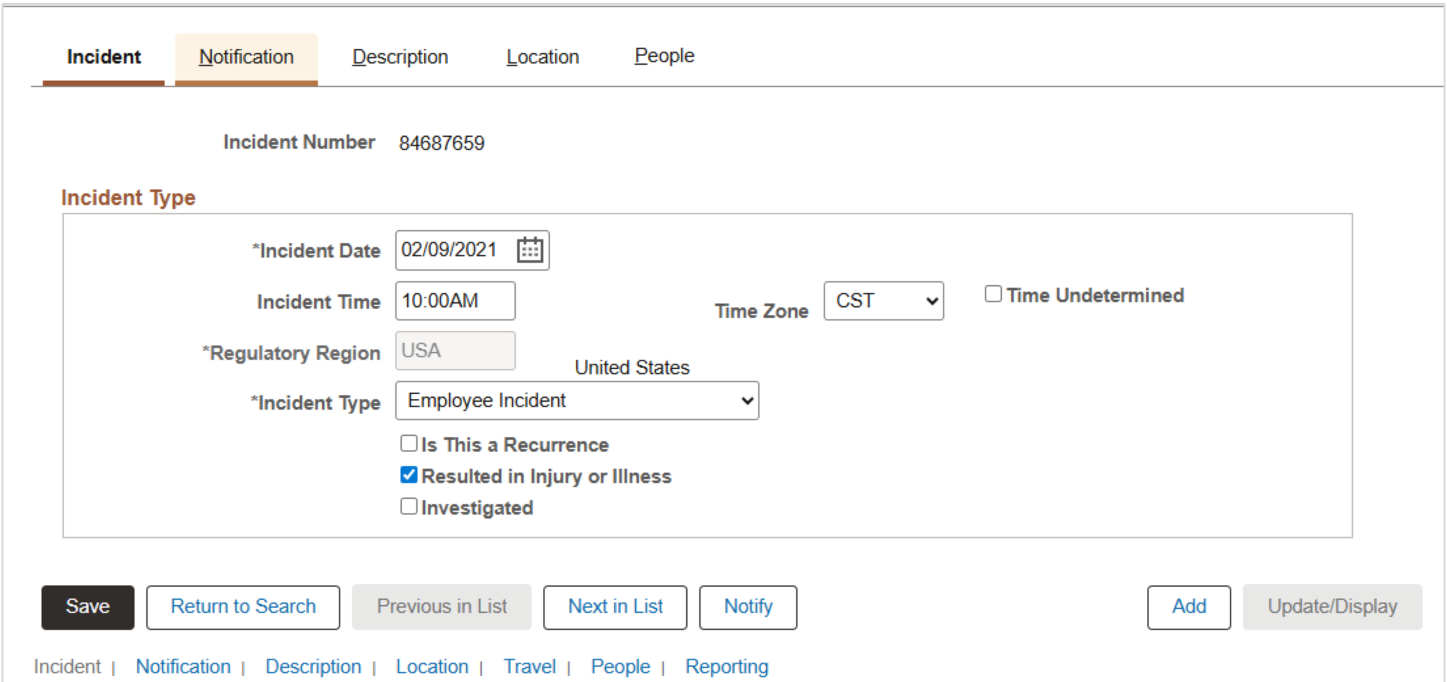
   A list of incidents will appear in the **Search Results** field.



4. Click on the row of the incident to edit.

5. The **Incident Details** page for the incident will open. Update this page with any edits or changes as needed.

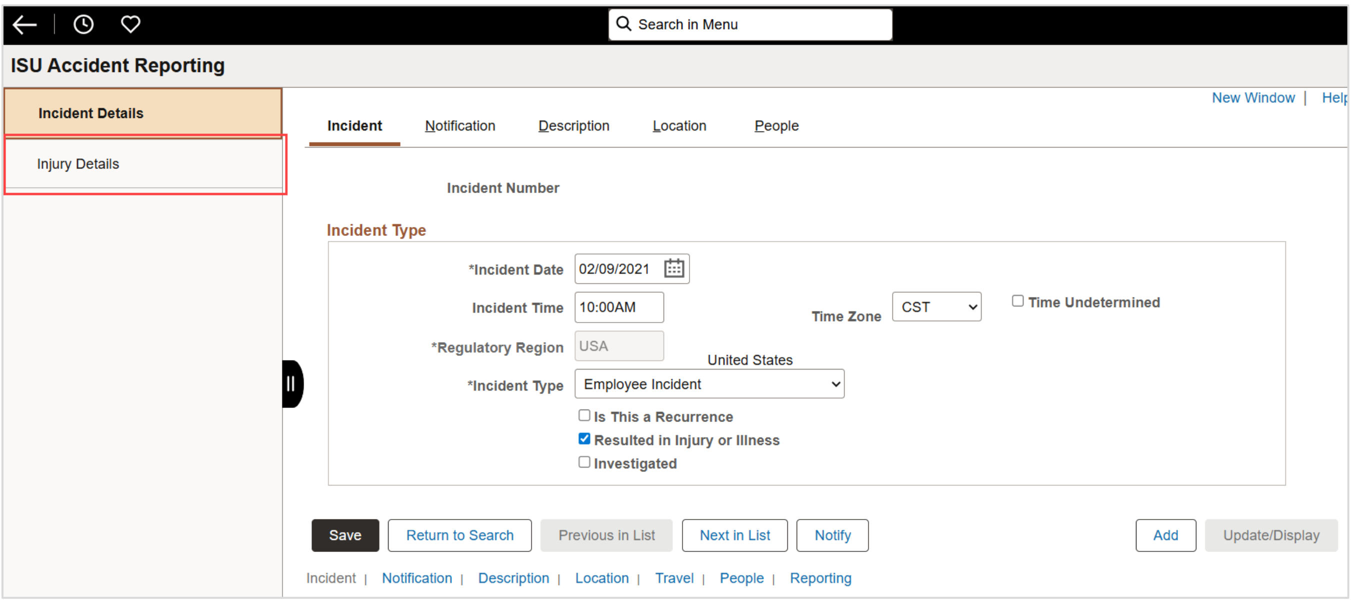
   Once completed, click the **Save** button to save your changes.



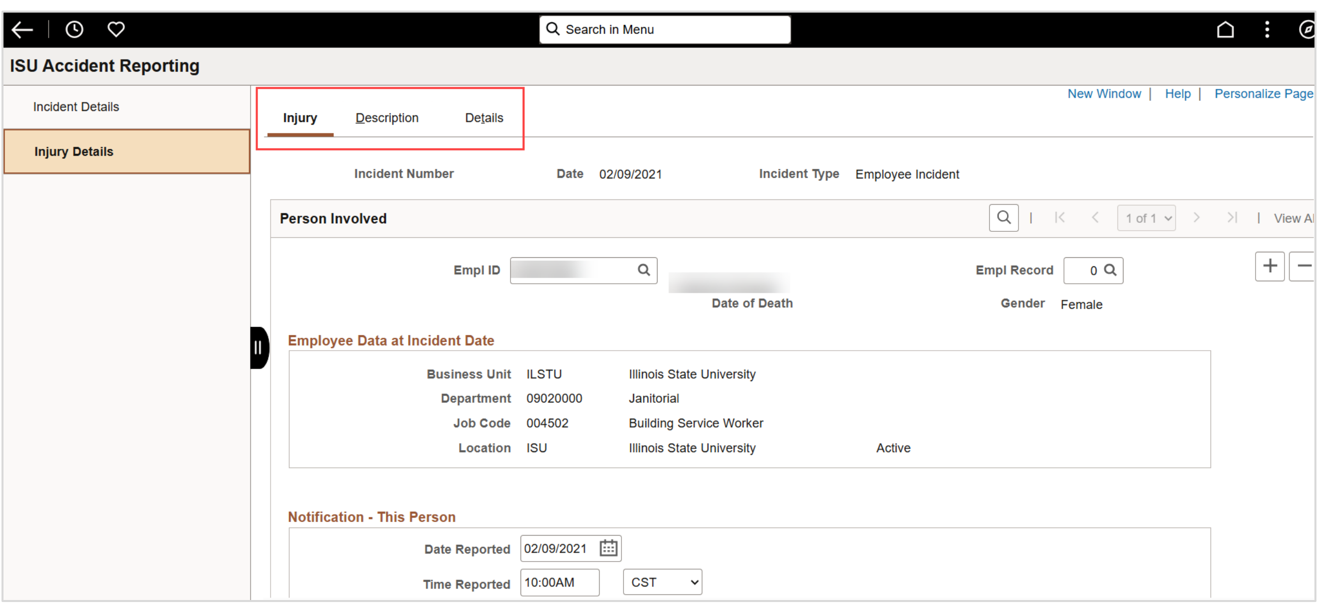
Injury Details Report

1. Navigate to the **Injury Details** page. This will link to the **Incident Details** report that was just completed.

   In the upper left of the screen, click **Injury Details**.



2. There are three tabs at the top of the screen: **Injury, Description**, and **Details.**

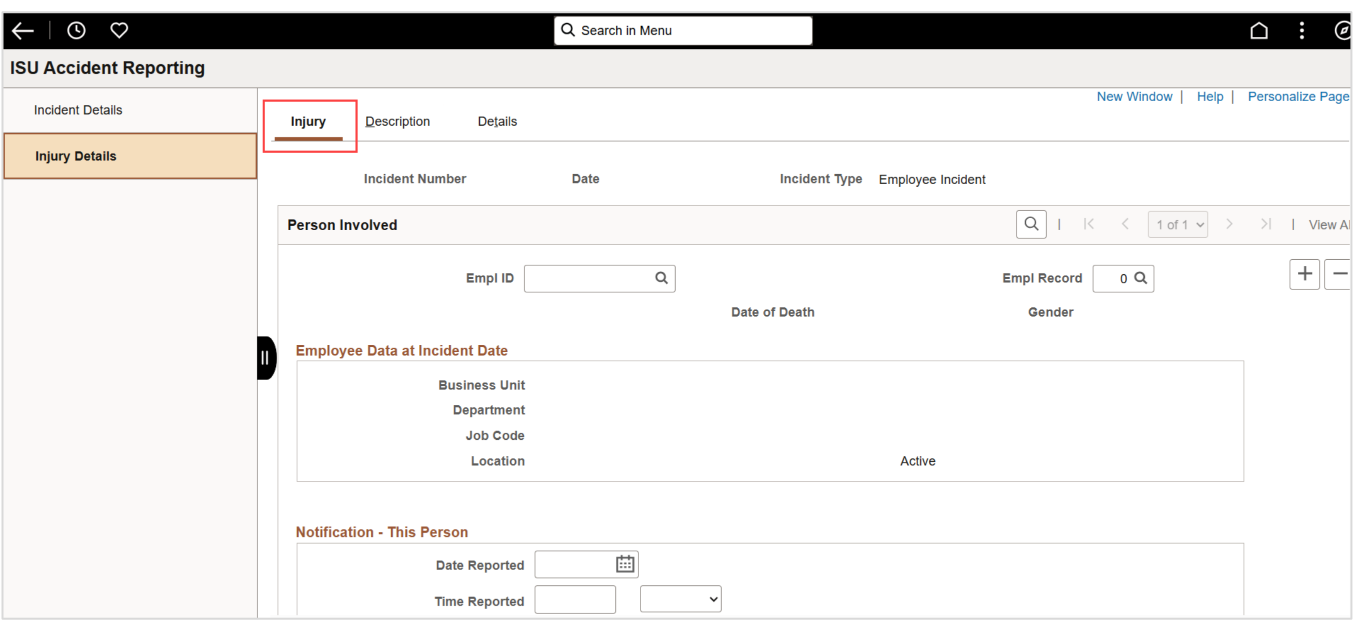


3. The first tab is the **Injury** tab. Enter information regarding the person with the injury in this tab:
    - **Person Involved**:
        - **Empl ID**: Enter the **Employee ID** for the person with the injury. If you do not know the Empl ID, click the **lookup** button to the right of the field.

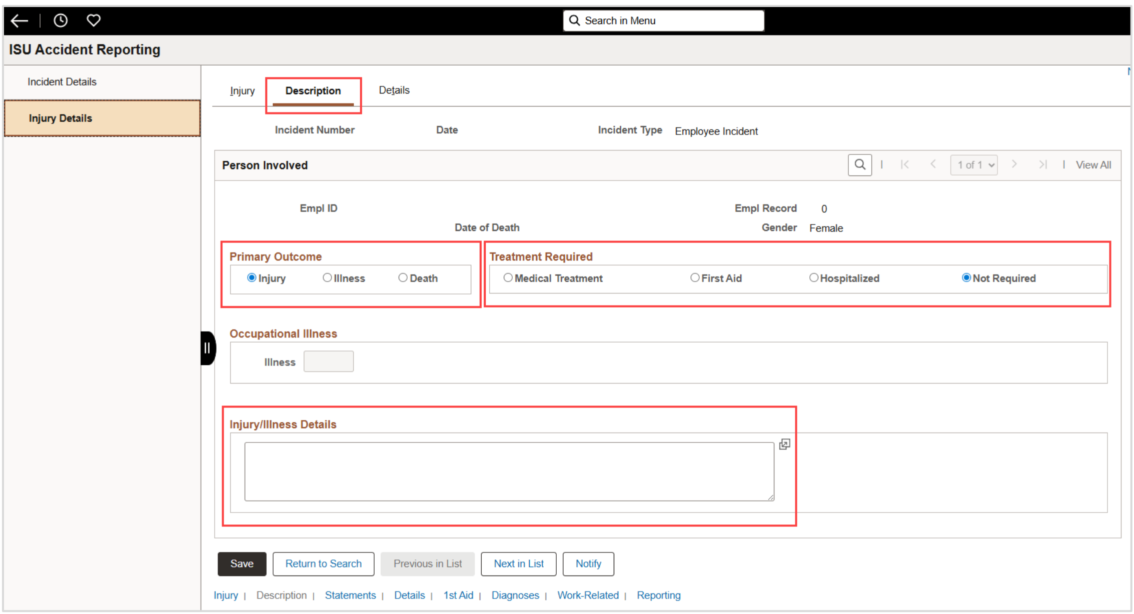
          In the pop-up window that appears, search for the employee using the search fields at the top of the screen. Click the **Look Up** button.

          Locate the employee in the Search Results that appear. Click on the employee's row. This will close the window and the **Empl ID** will be now entered into the **Empl** ID field.

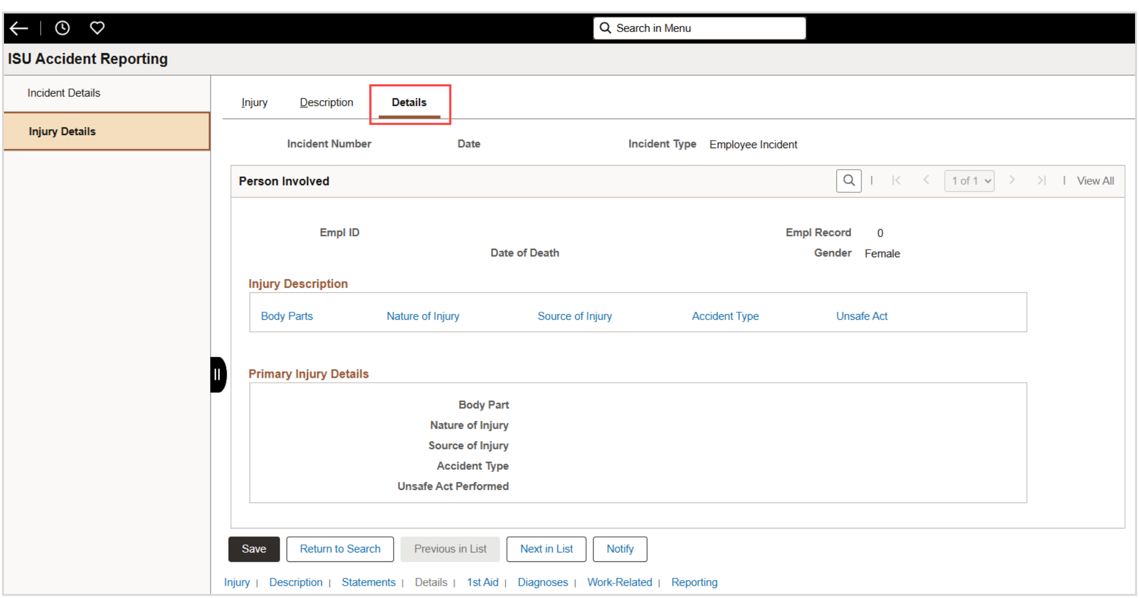
        - **Non-Empl ID**: Follow the above steps to enter the **Non-Empl ID** if the person is not an employee.
    - **Empl Record**: Click in this field to autofill the data for the **Employee Data at Incident Date** section below. The "0" indicates that the system will autofill the **Employee Data at Incident Date** section based on the employee's main position at the university. If the employee has multiple positions, click the **lookup** button and select the position the employee had during the incident. This will autofill the **Employee Data at Incident Date** section below.
    - **Employee Data at Incident Date**: The **Business Unit**, **Department**, **Job Code,** and **Location** of the employee during the incident will be autofilled based on the value in the **Empl Record** field.
    - **Notification – This Person**:
        - **Date Reported**: Enter the date the injury was reported in this field using the mm/dd/yyyy format. Alternatively, click on the **calendar** icon to the right of the field and click on the date the injury was reported. This will enter the date in the field.
        - **Time Reported**: Enter the time the injury was reported in this field. Enter "AM" or "PM" after the time. The time zone is default set to CST. If this needs to be changed, use the dropdown menu to set the new time zone.



4. The next tab is **Description**. Enter information describing the injury in this tab:
   - **Primary Outcome**: There are three choices for type of incident in this field: **Injury, Illness**, and **Death**. Select the radio button next to the type of incident.
   - **Treatment Required**: There are four choices for the type of treatment given to the injury: medical treatment, first aid, hospitalized, and not required. Select the radio button next to the treatment type.
   - **Injury/Illness Details**: This is a freeform field. Enter any additional details about the injury in the space provided.



5. The final tab is the **Details** tab. More specific information about the injury can be entered here.

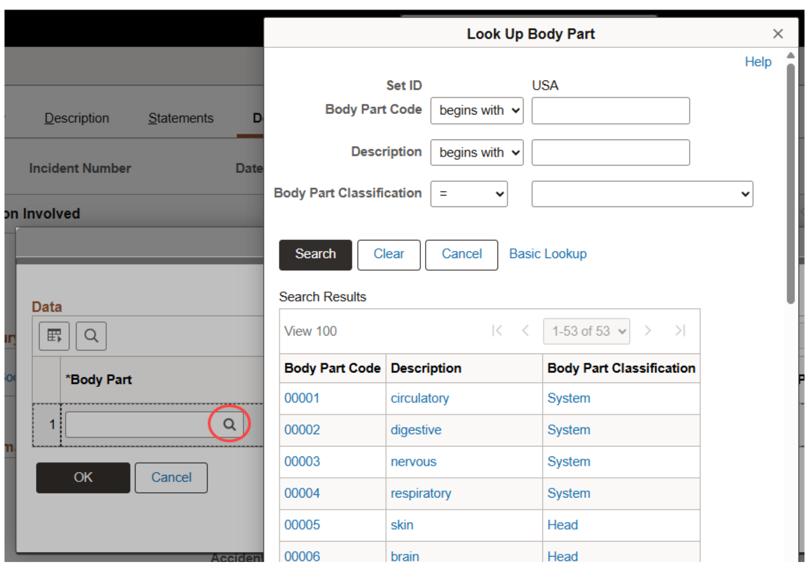


6. **Injury Description** section:

Body Parts: Indicate the body part that received the injury.

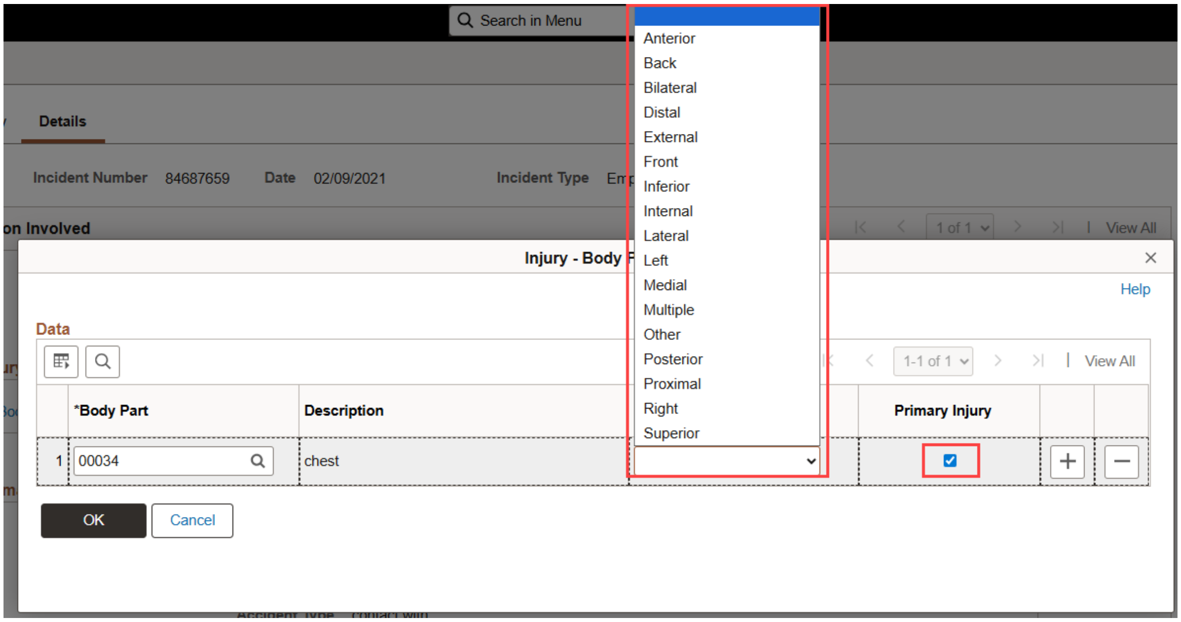
1) Click the **Body Parts** link.

2) In the pop-up window that appears, enter the code for the body part in the **Body Part** field. Alternatively, click the **lookup** button in this field and select the body part from the list that appears in the new pop-up window.



3) In the **Side of Body** field, select the side of the body the injury occurred using the **dropdown menu.**

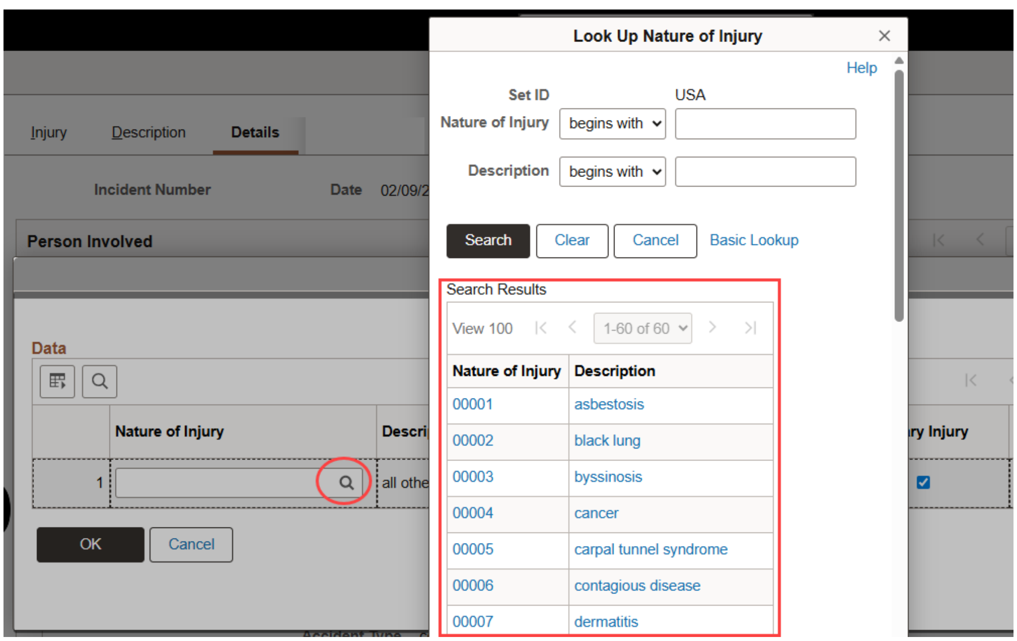
4) Select the **checkbox** in the **Primary Injury** field to indicate that this is for the primary injury.


Search in Menu
Details
Incident Number 84687659
Date 02/09/2021
Incident Type
on Involved
1 of 1
View All
Injury - Body
Help
Data
1-1 of 1
View All
*Body Part
Description
Primary Injury
1
00034
chest
OK
Cancel
Anterior
Back
Bilateral
Distal
External
Front
Inferior
Internal
Lateral
Left
Medial
Multiple
Other
Posterior
Proximal
Right
Superior

Nature of Injury: Indicate the nature of the injury.

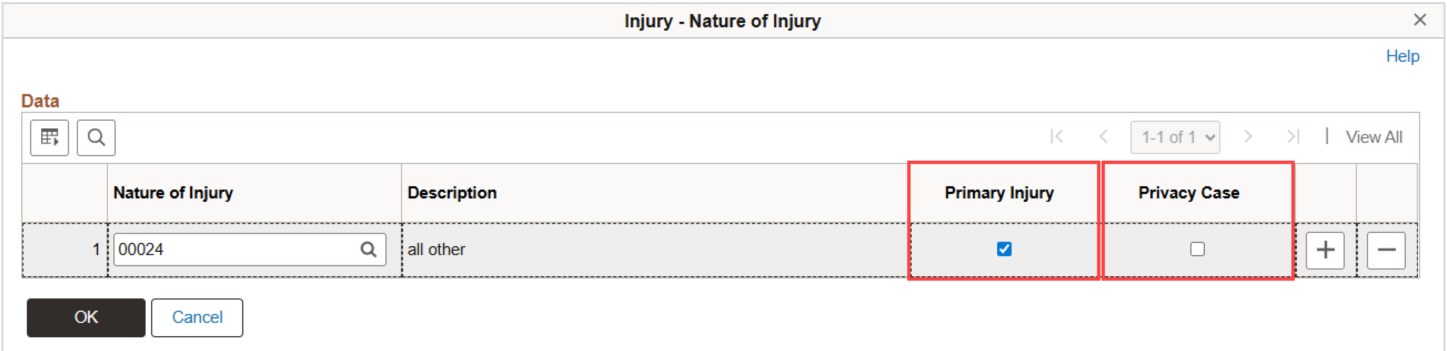
1) Click the **Nature of Injury** link.

2) In the pop-up window that appears, enter the code for the nature of the injury in the **Nature of Injury** field. Alternatively, click the **lookup** button in this field and select the nature of the injury from the list that appears in the new pop-up window.



3) Select the **checkbox** in the **Primary Injury** field to indicate that this is for the primary injury.

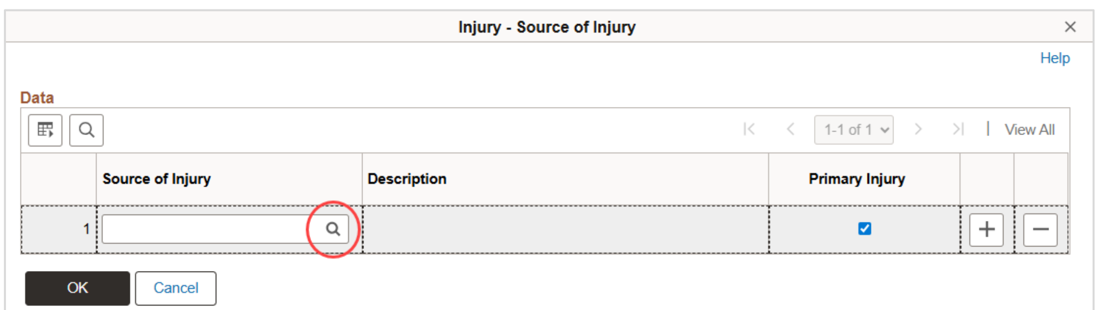
4) Select the **checkbox** in the **Privacy Case** field to indicate that this case is private.


Injury - Nature of Injury
Help
Data
1-1 of 1
View All
Nature of Injury
Description
Primary Injury
Privacy Case
1
00024
all other
OK
Cancel

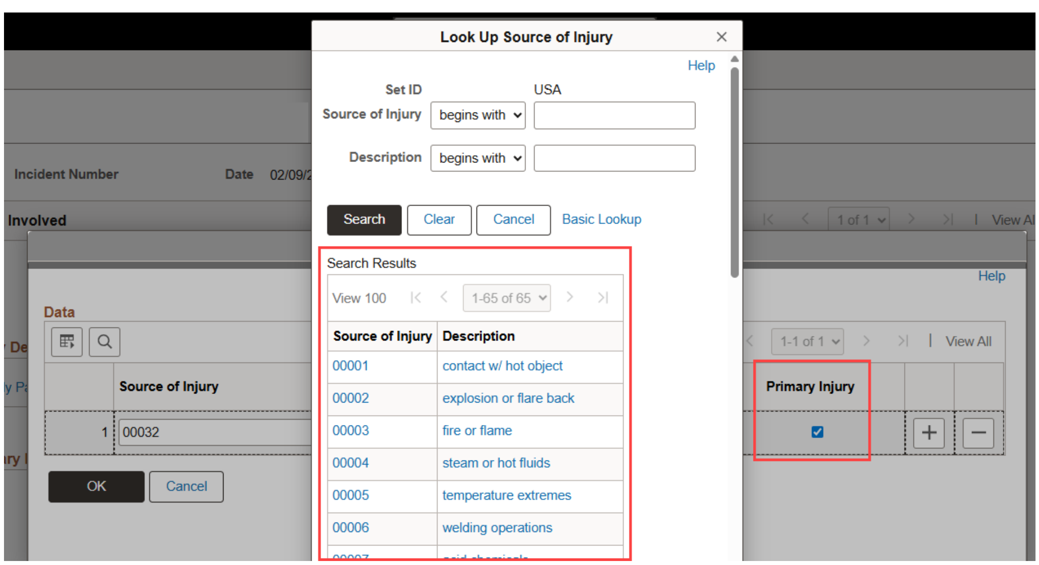
Source of Injury: Enter the source of the injury.

1) Click the **Source of Injury** link.

2) In the pop-up window that appears, enter the code for the source of the injury (what caused the injury) in the **Source of Injury** field. Alternatively, click the **lookup** button in this field and select the injury source from the list that appears in the new pop-up window.

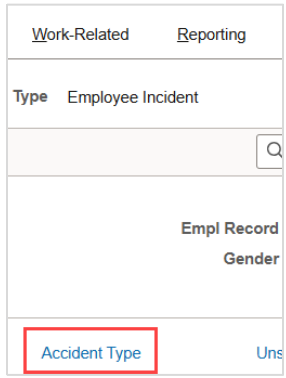


3) Select the **checkbox** in the **Primary Injury** field to indicate that this is for the primary injury.

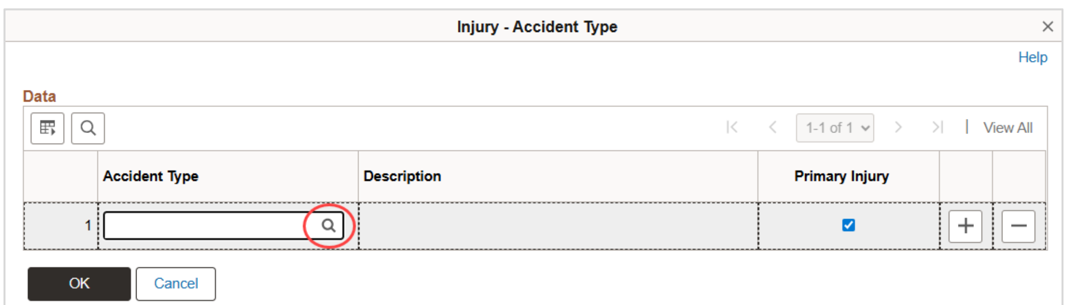


Accident Type: Enter the type of accident that caused the injury.

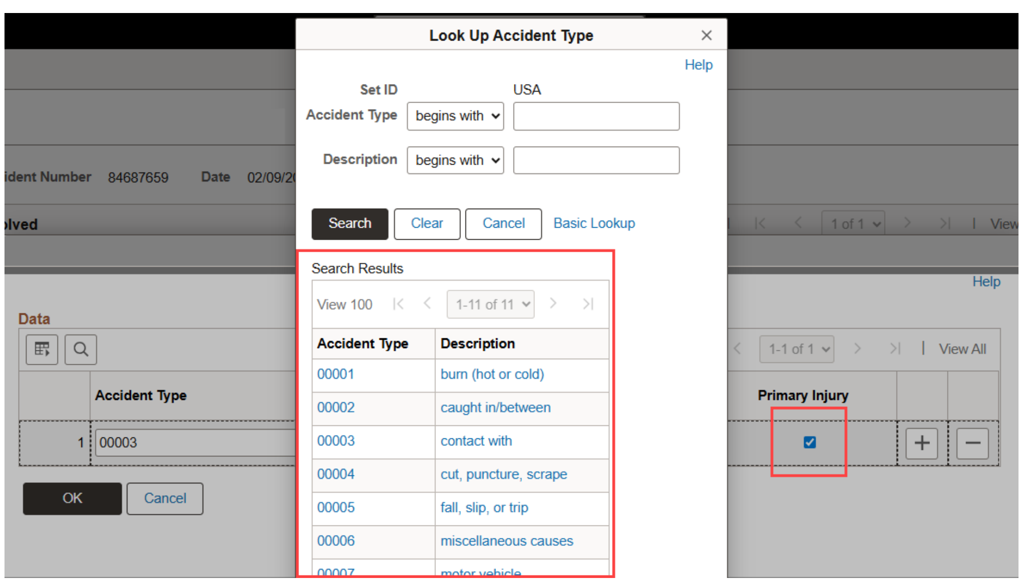
1) Click the **Accident Type** link.



2) In the pop-up window that appears, enter the code for the type of accident that occurred in the **Accident Type** field. Alternatively, click the **lookup** button in this field and select the injury source from the list that appears in the new pop-up window.

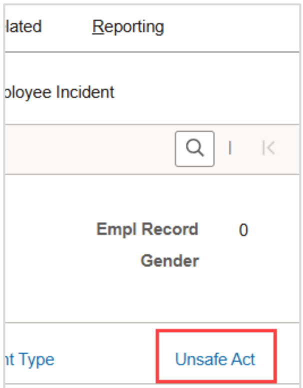


3) Select the **checkbox** in the **Primary Injury** field to indicate that this is for the primary injury.

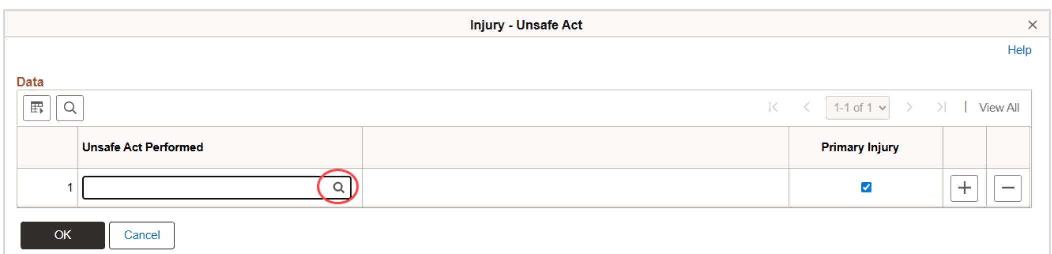


Unsafe Act: Enter the act that caused the injury.

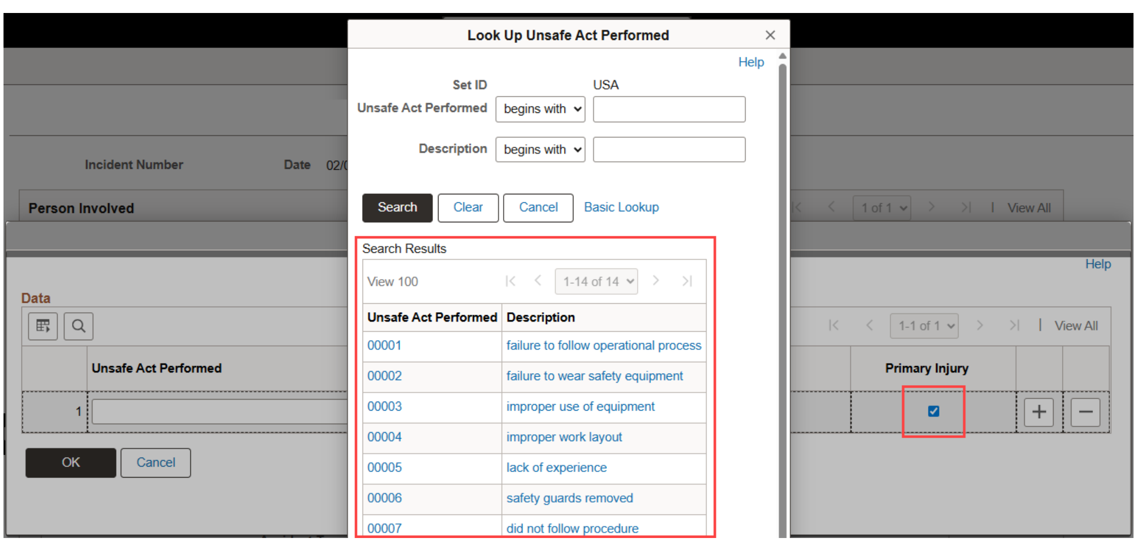
1) Click the **Unsafe Act** link.



2) In the pop-up window that appears, enter the code for the type of unsafe act that caused the injury in the **Unsafe Act** field. Alternatively, click the **lookup** button in this field and select the unsafe act from the list that appears in the new pop-up window.

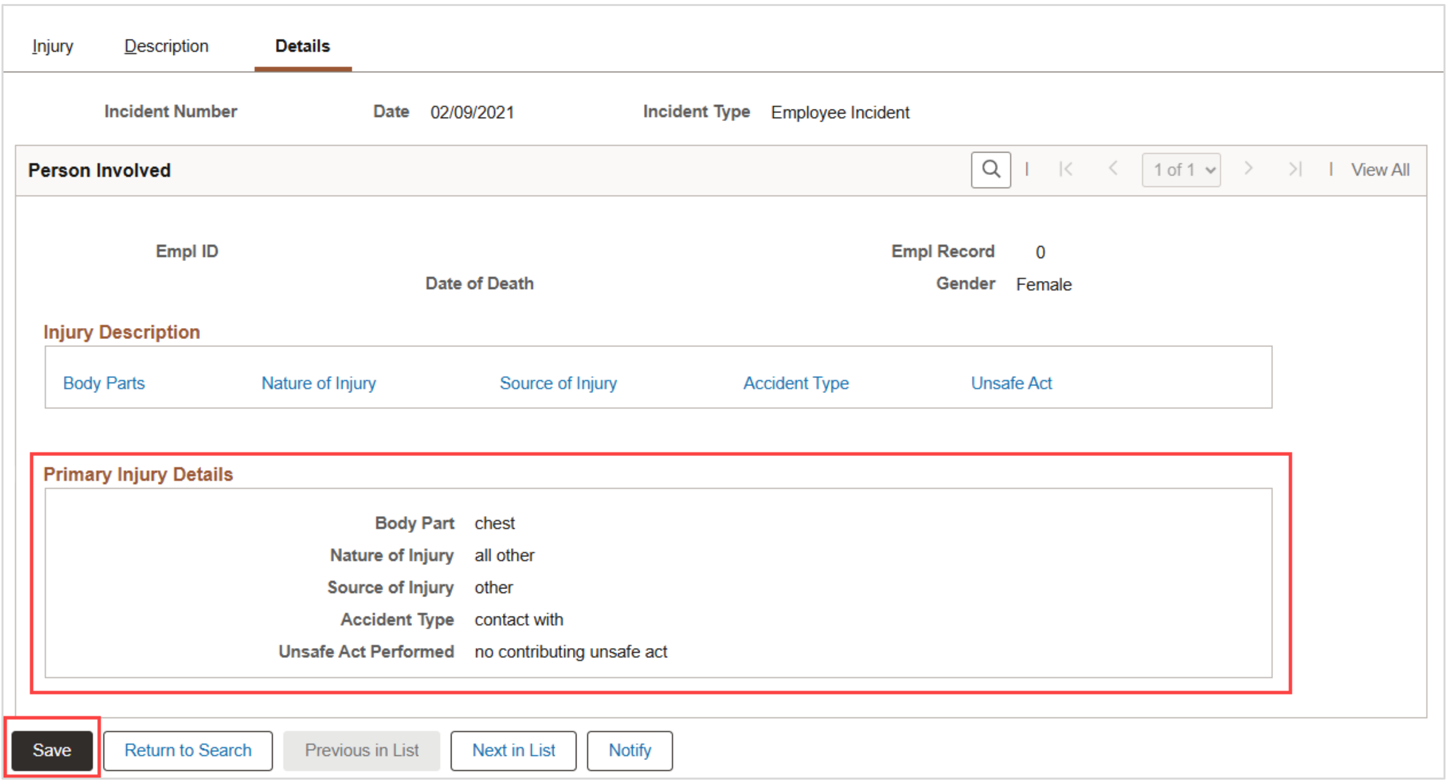


3) Select the **checkbox** in the **Primary Injury** field to indicate that this is for the primary injury.



7. **Primary Injury Details**: A summary of all the selections made in the Injury Description section can now be viewed in this section.

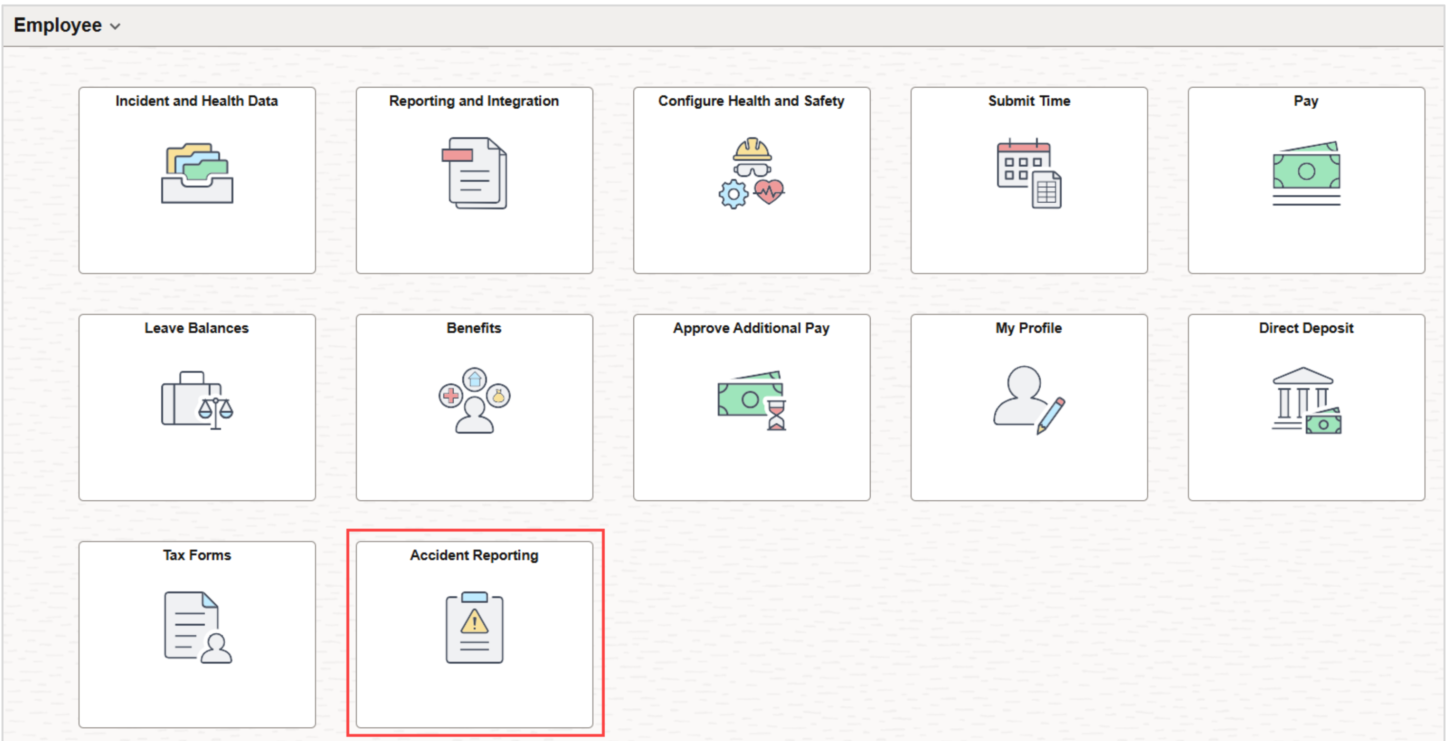
   Scroll to the bottom of the screen. Click the **Save** button.



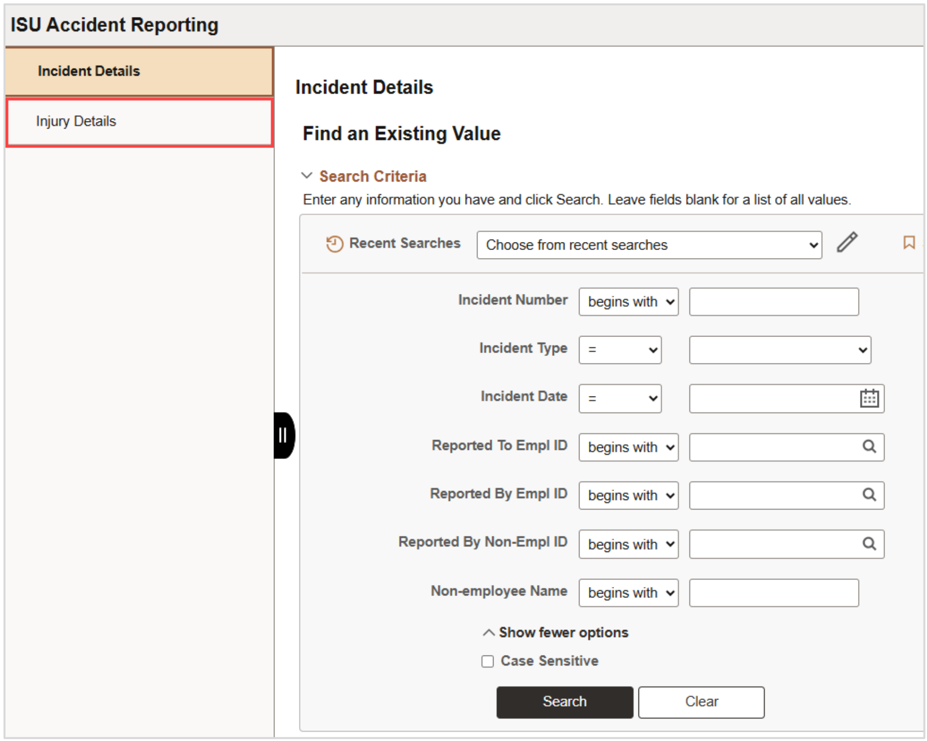
Editing the Injury Details Report

If an Injury Details report needs to be edited or updated after being saved, follow these next steps.

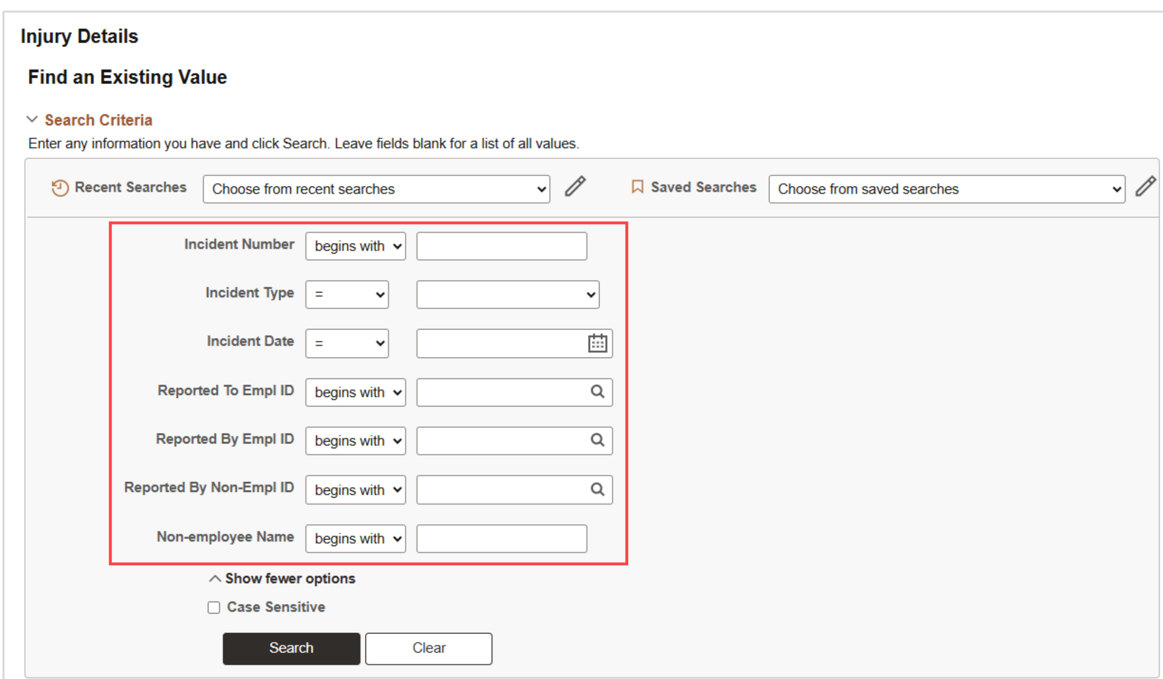
1. On your homepage, click the **Accident Reporting** tile.



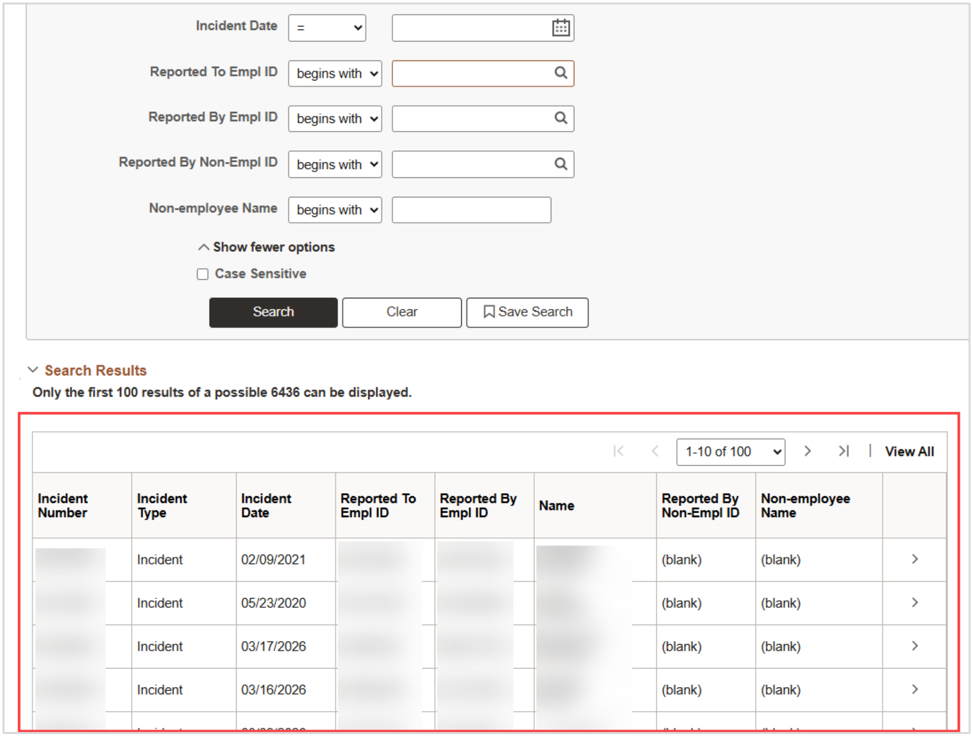
2. In the upper left of the screen, click **Injury Details**.



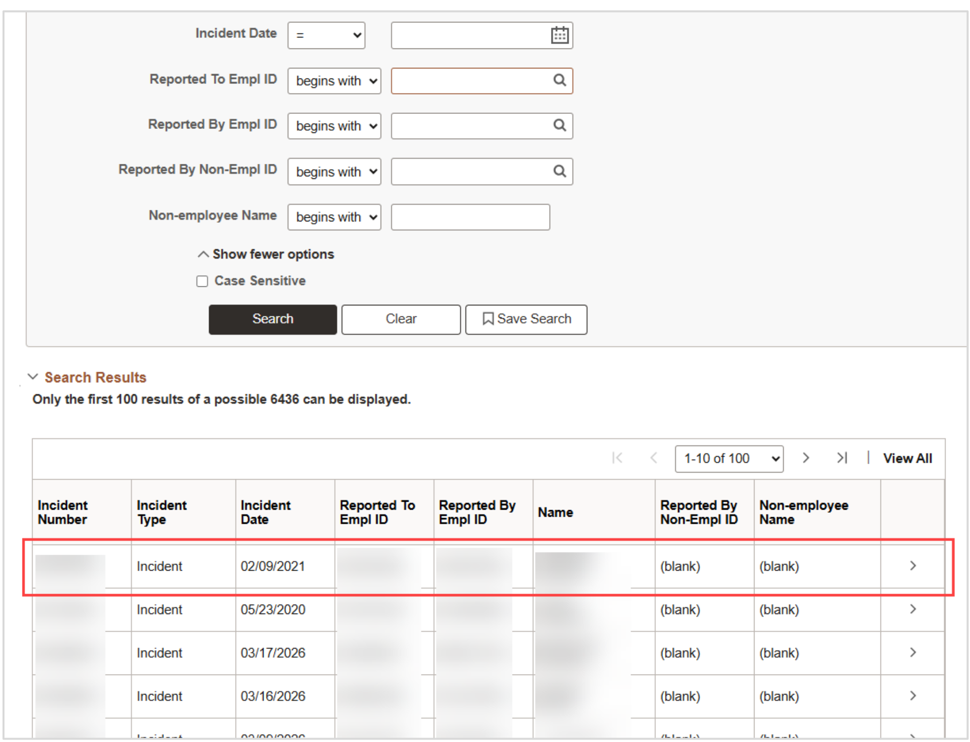
3. Search for the incident that to update using the search fields in the **Find an Existing Value** tab.



4. A list of incidents will appear in the **Search Results** field.



5. Click on the row of the report to edit.



6. The **Injury Details** page for the incident will open. Update this page with any edits or changes as needed.

   Once completed, click the **Save** button to save your changes.